

Weekly Report for Week Ending 24 September 1958
for
RECORDS DISPOSITION BRANCH

1. Contributions

Retired $\frac{1}{2}$ cu. ft. of Records for the Chief, Management Staff [REDACTED] 25X1A9a

2. Assignments

a. Shelf Filing

Office of Central Reference/IR Mock-Up [REDACTED] 25X1A9a

The open shelving has been received and erected in all three of the secured areas and work of transferring files from safes to the shelves is in progress. The additional equipment (Saf-T-Stak) is expected next Tuesday.

Office of Communications. Personnel Office Shelf Filing [REDACTED] 25X1A9a

No change from previous report.

b. Filing Systems

Office of Logistics/Passenger Movement Branch/Equipment Modification and Improvement [REDACTED] 25X1A9a

25X1A9a Mr. [REDACTED] has suggested the use of Sorting Files Sections which can be placed on the shelves of the existing supply cabinet to provide the desired indexing and storage of blank forms. This suggestion will be made to Capt. [REDACTED] of the Passenger Movement Branch today. 25X1A9a

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No change from previous report. The two rotary files installed are now in operation. The Supervisor of the Section reports that she no longer has to assign the task of refiling the index cards on a daily basis, in fact the girls now ask for cards to file.

Subject-Numeric File Installation in OP [REDACTED] 25X1A9a

Began 13th installation in OP/POD, Employee Relations Branch 23 September. In preparation, ERB retired 12 cu. ft. of records, primarily concerning 1957 UGF Drive, and turned in 5 safes. Effective this week, OP made the following organizational changes:

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- (1) Mr. [REDACTED] became Special Assistant to D/Pers for Procedures and Regulations.
 - (2) Projects and Procedures Staff moved from ExO/P to DD/Pers/PandD.
 - (3) Selection Staff moved from DD/Pers/PandD to POD.

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Office of Logistics/Stock Management [REDACTED]

Boards
No change from previous report. No action has been taken on this project, however it will begin in a few days. The problem, how to index ordnance stock items, has been under study by the Stock Management and Requirements Section for three years and is complicated by the fact that all items are not cataloged.

Office of Communications/Engineering Division [REDACTED]

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No change from previous report. Miss [REDACTED] informed me that the office is now going to order the rotary file which we recommended over a year ago.

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Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

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Suitable filing equipment for this index presents some what of a problem in that most of the equipment available does not offer the minimum security protection required. Methods of securing this equipment (other than those already suggested to the Office of Security) are being considered.

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A review and reorganization of several files resulted in establishing three series of files under uniform file systems. Eight feet of records were filed and five feet were set aside for destruction under special handling procedures.

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Records Systems - Security Staff, New Building [REDACTED] and [REDACTED]

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Office layout is being drafted for the on-site quarters of the Security Staff. Operating procedures are being developed for each work step involved in processing workmen for admission to site. Still awaiting arrival of equipment and forms that the clerical pool will use in preparing kits.

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Office of Communications/[REDACTED] [REDACTED]

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Visited the Logistical Office, [REDACTED], [REDACTED] and was informed that the method of filing the stock control cards, and procedures pertaining to the receipt and issuance of items is unsatisfactory.

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Mr. [REDACTED] requested that we consider the method of filing these cards (approximately 10,000) first and that we may be asked to look into the procedures later. Also discussed the problem briefly with the Executive Officer, Mr. [REDACTED] and recommended to him that the dual stock card system be discontinued. The dual card system is caused by the fact that a second card is maintained on which ordering data- (to replenish the supply) is recorded. This data also appears on the stock requisition, a copy of which is retained.

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In connection with this project, it was also learned that expendable items are controlled at this installation which requires that the requester of a bottle of ink, for instance, prepare an issue slip in 5 or 6 copies and submit it through proper channels on specified days of the month. Ten samples taken from the Records Center order file averaged $9\frac{1}{2}$ days from date of order to date of receipt of the item. A copy of each of these transactions or issue slips is forwarded to the Vital Materials Repository where adjustments are made on the Master Stock Index IBM cards which are used to prepare a listing of the status of stock items at 6 month intervals for headquarters. Mr. [REDACTED] in the Repository, estimated that he spends approximately 40 hours per month adjusting the information on the Master Cards in preparation for the 6 month listing.

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c. Records Schedules

Revision of Records Control Schedules - OCR [REDACTED] 25X1A9a

Records Officer has sent out instruction to Assistant Records Officers of the Divisions regarding their part in the revision of Schedules. Meeting is scheduled for next Monday with the Assistant Records Officers where we are invited to brief them on the revision of their schedules.

3. Vital Materials

- a. A meeting was held with Mr. [REDACTED] 25X1A9a
OCR, to discuss the Vital Materials Program in OCR. We learned during this meeting that Mr. [REDACTED] will assume the responsibility as OCR Vital Materials Officer and Mrs. [REDACTED] will act as his deputy. 25X1A9a 25X1A9a

We offered the following recommendations which we felt would be very helpful to their program:

- (1) The issuance of written instructions outlining the procedure to be followed by all Records Officers in conducting a Vital Materials Program in their respective divisions. This procedure should emphasize the importance of coordinating with the OCR/VM Officer on all changes involving the selection, method of deposit, frequency of deposit, file arrangement and indexing of Vital Materials.
- (2) A review be made of all finished intelligence presently being microfilmed to determine the possibility of depositing hard copy for as many series as possible.

- (3) Consideration be given to the penciling of a source code in the intellofax card for all non-government finished intelligence that is microfilmed. Also, consideration be given to the depositing of a duplicate of the intellofax card used at headquarters in lieu of the intellofax "work card" that is presently being deposited. Since much of the non-government finished intelligence is presently being microfilmed, it is impossible to include these documents in the availability register. The inclusion of this source punch and deposit of the complete intellofax card, would permit a listing of finished intelligence contained on microfilming and also assist in the search for specifics at the time of emergency. This card will also permit a handsearch.

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- b. Mr. [REDACTED] met with Mr. [REDACTED] at the Repository, to discuss machine techniques to be employed to sort out all tab cards that serve as an index to all raw intelligence, on microfilm, deposited prior to 1957.

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- c. Met with Mrs. [REDACTED] ONE, to discuss the revision of the Vital Materials deposit schedule for that office. The revised schedule will include retention periods for contributions to NIE's and also for drafts of NIE's that have not been published within two years from date of draft.

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- d. Mrs. [REDACTED] OCR Library, accompanied last weeks trip to the Repository to review the OCR reference book collection and establish procedure for maintenance of a current index to the collection. All necessary tab machine punching will be done by OCR/Machine Division.

4. News

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- a. Messrs [REDACTED] attended the luncheon meeting of the Washington Chapter of the American Society for Public Administration. Dr. Alan T. Waterman, Director, National Science Foundation was guest speaker.

- b. A letter is being prepared requesting the permanent withdrawal of 153 memobelts from the National Archives. The belts have been on indefinite loan to us for several years and [REDACTED] has requested that we arrange for their permanent transfer.

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- c. Mr. [REDACTED] visited the [REDACTED] with Mr. [REDACTED] 25X1A9a
Mr. [REDACTED], Mr. [REDACTED] of Management Staff and Miss [REDACTED] and 25X1A9a
Mrs. [REDACTED] of the Office of Communications. -

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